

ASSISTANT OFFICE MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving the operation of a variety of office machines utilized in the reproduction and assembly of office records and documents. The work is performed under the direction of an administrator or a higher-level machine operator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates and assists in the operation of a variety of office reproducing, duplicating, folding, stitching and binding machines (e.g., depending on location, Multigraphics 1650 offset press, AB Dick 9810XC offset press, Xerox Docutech 135 with booklet maker and cover inserter, Pitney Bowes high speed folder, Pitney Bowes inserter, AB Dick tabletop folder, Multigraphics SP990 platemaker, Itec 615E platemaker, Pitney Bowes copy machines (C600 & 9056), drill press and single head stitcher);

Adjusts, cleans, oils and makes minor repairs to machines and equipment used;

Cuts, sorts, collates, folds, punches, drills, staples and binds paper materials by hand or machine;

May maintain reference files and indexes as required;

May assist in requisitioning and storing supplies and parts;

May perform routine clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the use and operation of machines commonly used in office reproduction work; working knowledge of office terminology; working knowledge of paper stock and other materials used in office reproduction; ability to carry out oral and written instructions; ability to make minor adjustments and repairs to machinery used in office reproduction work.

MINIMUM QUALIFICATIONS:

One (1) year of clerical or mechanical experience which substantially involved the use of office reproduction machines.*

*Office reproduction machines shall be defined as machines used for the non-routine reproduction and assembly of documents (e.g. offset presses, high speed folders, inserters, platemakers, stitching and binding machines). Examples of machines which would not be included are typewriters, standard office copiers, etc.